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**THIS DOES NOT  
CIRCULATE**

AGREEMENT BETWEEN CEDAR GROVE BOARD OF EDUCATION  
AND  
CEDAR GROVE ASSOCIATION OF EDUCATIONAL SECRETARIES

PREAMBLE

This Agreement is entered into this first day of July, 1984 by and between the Board of Education of Cedar Grove, New Jersey, hereinafter called the "Board" and the Cedar Grove Association of Educational Secretaries, hereinafter called the "Association."

The Board has an obligation, pursuant to Law and Regulation, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings which they desire to confirm in this Agreement.

The Board and the Association agree as follows:

ARTICLE I TERM OF THE AGREEMENT

This agreement shall take effect on July 1, 1984 and end on June 30, 1987 but with the approval of both parties hereto may be renewed for successive terms of one year each, subject to such modifications as may be mutually agreed upon for any such year.

ARTICLE II RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for negotiations as required by law for the following employees:

Full-time twelve month secretaries, (principal's, clerical, bookkeeper)  
Full-time ten month secretaries, (principal's, clerical, bookkeeper)  
Part-time secretaries under contract

When referring to individual employees in the above category the term "secretary" shall be used.

ARTICLE III SELECTED EMPLOYMENT PRACTICES

1. All full-time secretaries must be eligible to join the pension system before employment.
2. Prior to commencing work all full-time secretaries must be examined by the School Medical Director or by someone approved by the Medical Director.
3. Two weeks minimum notice shall be given in order to terminate services. A shorter period of time may be mutually agreed upon.

X July 1, 1984 - June 30, 1987

#### ARTICLE IV WORK YEAR

1. All full-time secretaries shall follow a work calendar recommended by the Superintendent of Schools and approved by the Board.
2. All twelve month employees of the Board (professional, secretarial, and custodial) shall follow the same calendar.
3. All ten month and part-time ten month secretaries shall begin their work year September 1 and work until June 30. After school starts for teachers, the ten month other secretaries shall basically follow the teacher calendar until school closes. Ten month principals' secretaries follow the twelve month calendar between September 1 and June 30.

#### ARTICLE V WORK WEEK

1. Secretaries who are assigned hours between 8 a.m. and 4:30 p.m. shall work thirty-five (35) hours a week exclusive of lunch.
2. Office hours are established by the Superintendent of Schools with the approval of the Board.

#### ARTICLE VI VACATIONS

1. Full-time twelve month secretaries are entitled to ten (10) work days vacation per year for the first three years of employment. During the first year (July 1 - June 30) of employment a secretary serving over six months will be given vacation pro-rated. Example - A twelve month secretary beginning employment on January 1, would have worked six months by June 30. This would entitle her to half of the vacation time for one year. This would be five days.
2. After three years of employment a secretary is entitled to fifteen (15) work days of vacation; sixteen (16) work days in the eleventh year; seventeen (17) work days in the twelfth year; eighteen (18) work days in the thirteenth year; nineteen (19) work days in the fourteenth year; and twenty (20) work days vacation in the fifteenth year.
3. Vacations will be granted and must be taken only in the contract year following the year in which they were earned.
4. Vacation days cannot be accumulative from year to year.
5. A secretary leaving the school system shall be paid for vacation time earned but not received. The rate amount will be calculated using the salary of the year in which the vacation was earned.
6. All vacations must be cleared with the secretary's immediate superior and submitted to the Superintendent of Schools for Approval.

#### ARTICLE VII EXTENDED LEAVE OF ABSENCE

1. A secretary on tenure shall be granted a leave of absence, at the Board's discretion, without pay for up to one (1) year.
2. All extensions or renewals of leave shall be applied for in writing by March 1 of the calendar year in which the leave is requested and may be granted at the Board's discretion.

ARTICLE VII EXTENDED LEAVE OF ABSENCE (continued)

3. A secretary's unused accumulated sick leave and her position on the Salary Guide to which she was entitled at the time her leave of absence commenced shall be restored to her upon her return.
4. Staff members on leave will not have benefits paid by the Board. Each individual must make arrangements for payment with the Board Secretary's office for those to be continued.

ARTICLE VIII SICK LEAVE

1. All full-time twelve month secretaries employed by the Board shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall be accumulative.
2. All ten month and part-time secretaries shall have sick leave days pro-rated on the basis of their contract year.
3. Secretaries shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.
4. A doctor's certificate attesting the illness, the inability of the secretary to report for work, and the period of sick disability may be required.

ARTICLE IX ABSENCES

1. Absence for Business Which Cannot be Handled Outside of School Hours  
Occasionally a secretary needs to be away from work. The secretary must submit a request on the "Request for Absence Form" to the Superintendent of Schools through her building principal or administrative supervisor sufficiently in advance to permit proper coverage of the secretary's absence. Each secretary may request not more than four (4) days per year. Examples are as follows:

1. Marriage	5. Religious holy days
2. Court Appearance	6. Accidents, fire
3. Academic examinations	7. Personal family problems
4. Graduation exercises	8. House closing
2. Death  
Three (3) days' absence will be permitted when death occurs in the immediate family. Immediate family is considered to be husband, wife, son, daughter, mother, mother-in-law, father, father-in-law, brother, or sister. One (1) day's absence will be permitted, if necessary, to attend the funeral of a grandparent, in-law, uncle, aunt, niece, or nephew. Any extension of this leave may be granted for just cause on recommendation of the Superintendent of Schools.
3. The above days shall not be accumulative.
4. Salary Deduction  
A salary deduction on the basis of 1/250 for twelve month secretaries and 1/200 for ten month secretaries will be made for time in excess of that permitted. The superintendent shall report to the Board those people who have exceeded the allowable number of days. Adjustments in salary will be made within a two month period. Each case will be handled on its own merit by the Superintendent for recommendation to the Board. Final salary adjustments, if necessary, will be made in June.

## ARTICLE X GRIEVANCES

### A. Definition

1. A grievance is a claim by a secretary (group of secretaries) or her representative that she has suffered harm by the interpretation, application or violation of policies, agreements, and administrative decisions affecting her.
2. A grievance to be considered under this procedure must be initiated in writing within thirty (30) work days from the time when the grievant knew or should have known of its occurrence.

### B. Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by herself or, at her option, by the Association, or by a representative selected or approved by the Association.
2. When a secretary is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent and at any later level, be notified by the Superintendent as to the nature of the grievance, when the hearing will be held, and the result.

### C. Procedure

1. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified limits shall be deemed to be waiver of further appeal of the decision.
- b. It is understood that any secretary grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
- c. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. Any secretary grievant who has a grievance shall, in an attempt to resolve the matter informally at that level, discuss it first with her principal or immediate administrative officer who shall give his decision within five (5) work days.
3. No later than six (6) work days after receipt of the decision of her principal or immediate superior the secretary grievant may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying:

- a. The nature of the grievance
- b. The nature and extent of the injury, loss, or inconvenience
- c. The results of previous discussions
- d. Her dissatisfaction with decisions previously rendered

The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed seven (7) work days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the secretary grievant, to the Association, and to the principal or other immediate superior.

4. Any time within six (6) work days a secretary may request in writing a Review Panel to further explore the grievance. In the written request the secretary must name her representative. Within two (2) work days the Superintendent shall name a second member of the Review Panel. Within two (2) additional work days the two members so named shall name a third member. These people shall constitute the Review Panel. The members of the Panel must be employees of the Board included in job classifications represented by the Association for purposes of negotiations. Within three (3) work days the Panel will meet with the dissatisfied secretary to review her grievance. The Review Panel may also accept such oral or written statements of other persons as it may deem appropriate. If at least two members of the Review Panel agree in whole or in part with the secretary's position, the Panel, at its option, may request a conference to be held within the next twenty (20) work days or at such other date as may be mutually agreeable. At such conference the Review Panel and the secretary will be given a reasonable opportunity to present the facts related to the complaint and their position relating thereto including such voluntary oral or written statements of other persons as they may deem important. The Board may also consider such oral or written statements of other persons as it may deem appropriate. Within ten (10) work days after such conference(s) the Board will prepare a written decision on the complaint, copies of which will be delivered to the secretary and each member of the Panel by the Superintendent. For the purposes of Article X of this agreement, the Board's decision shall be final and conclusive.
5. If the secretary so chooses, she may eliminate step four (4) and no later than five (5) work days after receipt of the Superintendent's decision may request a hearing with the Board. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board. Within fifteen (15) work days after receipt of the request the Board, or a committee thereof, shall hold a hearing with the secretary grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within ten (10) work days of the completion of the hearing.

Nothing herein is intended as an infringement upon or limitation of any rights under law, of an employee of the Board.

ARTICLE XI SALARY

1. Salaries for the Association are based upon the following guides:

1984-85						
Step	Substitute Coordinator	Clerical/Secretarial Bookkeeper		Principal's Secretary		Head Bookkeeper
		10 month	12 month	10 month	12 month	12 month
1	\$ 3,720	\$ 9,300	\$ 11,970	\$ 10,280	\$ 12,370	\$ 12,900
2	3,820	9,550	12,270	10,580	12,720	13,250
3	3,920	9,800	12,570	10,880	13,070	13,600
4	4,040	10,100	12,950	11,200	13,470	14,000
5	4,160	10,400	13,330	11,520	13,870	14,400
6	4,280	10,700	13,710	11,840	14,270	14,800
7	4,400	11,000	14,090	12,160	14,670	15,200
8	4,520	11,300	14,470	12,480	15,070	15,600
9	4,640	11,600	14,850	12,800	15,470	16,050
10	4,760	11,900	15,230	13,120	15,870	16,500
11	4,900	12,250	15,660	13,490	16,320	16,950
12	5,040	12,600	16,090	13,860	16,770	17,400
13	5,180	12,950	16,520	14,230	17,220	17,850
14	5,320	13,300	16,950	14,600	17,670	18,300
15	5,460	13,650	17,380	14,910	18,120	18,750
16	5,660	14,150	17,960	15,490	18,720	19,375
17	5,860	14,650	18,540	16,010	19,320	20,000

Prior school experience is the only criterion for advanced placement on this guide.

After fifteen (15) years of continuous service in Cedar Grove a secretary becomes eligible for an honorarium of \$500. After this honorarium has been awarded for three (3) successive years, it may become part of the base salary. Criteria for this honorarium shall be that the secretary has an outstanding performance and employee relations record.

All increments are granted on the recommendation of the Superintendent of Schools and with the approval of the Board of Education.

Longevity: 11th year \$100; 16th year \$200; 26th year \$400; 31st year \$500.

1985-86

<u>Step</u>	<u>Substitute Coordinator</u>	<u>Clerical/Secretarial Bookkeeper</u>		<u>Principal's Secretary</u>		<u>Head Bookkeeper</u>
		<u>10 month</u>	<u>12 month</u>	<u>10 month</u>	<u>12 month</u>	<u>12 month</u>
1	\$ 3,920	\$ 9,800	\$ 12,750	\$ 10,900	\$ 13,150	\$ 13,680
2	4,040	10,100	13,100	11,200	13,550	14,080
3	4,160	10,400	13,450	11,540	13,950	14,480
4	4,290	10,730	13,860	11,900	14,420	14,950
5	4,420	11,060	14,270	12,260	14,890	15,420
6	4,560	11,390	14,680	12,620	15,360	15,890
7	4,690	11,720	15,090	12,980	15,830	16,360
8	4,820	12,050	15,500	13,340	16,300	16,830
9	4,950	12,380	15,910	13,700	16,770	17,300
10	5,080	12,710	16,320	14,060	17,240	17,770
11	5,230	13,080	16,800	14,470	17,790	18,320
12	5,380	13,450	17,280	14,880	18,340	18,870
13	5,530	13,820	17,760	15,290	18,890	19,420
14	5,680	14,190	18,240	15,700	19,440	19,970
15	5,820	14,560	18,720	16,110	20,990	20,520
16	6,020	15,060	19,330	16,630	20,620	21,150
17	6,220	15,560	19,940	17,130	21,250	21,780

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All increments are granted on the recommendation of the Superintendent of Schools and with the approval of the Board of Education.

Longevity: 11th year \$100; 16th year \$200; 26th year \$400; 31st year \$500.

1986-87

<u>Step</u>	<u>Substitute Coordinator</u>	<u>Clerical/Secretarial Bookkeeper</u>		<u>Principal's Secretary</u>		<u>Head Bookkeeper</u>
		<u>10 month</u>	<u>12 month</u>	<u>10 month</u>	<u>12 month</u>	<u>12 month</u>
1		\$ 10,310	\$ 13,590	\$ 11,500	\$ 13,990	\$ 14,600
2		10,650	13,980	11,850	14,430	15,040
3		10,990	14,370	12,200	14,870	15,480
4		11,360	14,820	12,600	15,380	15,990
5		11,730	15,270	13,000	15,890	16,500
6		12,100	15,720	13,400	16,400	17,010
7		12,470	16,170	13,800	16,910	17,520
8		12,840	16,620	14,200	17,420	18,030
9		13,210	17,070	14,600	17,930	18,540
10		13,580	17,520	15,000	18,440	19,050
11		13,990	18,040	15,430	19,030	19,640
12		14,400	18,560	15,860	19,620	20,230
13		14,810	19,080	16,290	20,210	20,820
14		15,220	19,660	16,720	20,800	21,410
15	\$ 6,250	15,630	20,120	17,150	21,390	22,000
16		16,130	20,770	17,670	22,040	22,650
17		16,630	21,420	18,190	22,690	23,300

Prior school experience is the only criterion for advanced placement on this guide.

After fifteen (15) years of continuous service in Cedar Grove a secretary becomes eligible for an honorarium of \$500. After this honorarium has been awarded for three (3) successive years, it may become part of the base salary. Criteria for this honorarium shall be that the secretary has an outstanding performance and employee relations record.

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Longevity: 11th year \$100; 16th year \$200; 26th year \$400; 31st year \$500.



#### ARTICLE XII INSURANCE PROGRAM

During the years of this Agreement the Board shall continue to make available the following health care protection:

1. The Board shall pay the full coverage premium to the New Jersey State Health Benefits Program provided the employee does not have similar coverage in the same or any other program.
2. The individual staff member shall be responsible for completion and filing of application forms with the Board Secretary. Coverage will become effective in accord with the terms of the insurance contracts held by the Board.
3. The Board and the Association are greatly concerned with the ever increasing cost of employees and their dependents' hospitalization and the unnecessary waste of insurance premium dollars because of duplicate coverage and the failure of employees to notify the Board Secretary's office of a change in the employee's status. Therefore, in an effort to avoid the unnecessary waste of insurance premium dollars, the Association agrees to urge its membership to terminate duplicate coverage and promptly file reports of change in status. Furthermore, each staff member will be required to list annually on a form distributed by the Board Secretary his or her eligible dependents with their birth dates and file said list in the Board Secretary's office by May 15 for the following school year.
4. The Board shall provide and administer a prescription drug plan for the employee and eligible dependents based on \$1.00 co-pay plan. The carrier may be changed from time to time at the discretion of the Board after consultation with the Association.

Staff members who retire after January 1, 1984 may elect to continue prescription plan on a voluntary and pre-paid basis. Payment for the coverage is the obligation of the retiree and shall be made to the Board quarterly in advance of the coverage.

#### ARTICLE XIII CHANGE OF ASSIGNMENT

1. Secretaries desirous of a change of assignment may request such consideration by writing a letter to the Superintendent of Schools with a copy to the building principal or immediate administrative officer.
2. Secretaries may be transferred within their job category. Notice of such change shall be given to the individual as soon as practicable. The secretary shall have the right to meet with her Association representative and the Superintendent to discuss the proposed assignment. If not satisfied at this point, the secretary and/or the Association representative may discuss the proposed assignment with the Board.

ARTICLE XIII CHANGE OF ASSIGNMENT (Continued)

3. Ten month secretaries being assigned to a twelve month work year shall be given equal experience credit provided the change is within the same job category.
4. Part-time secretaries being assigned to full-time positions will be given credit on the basis of time worked.
5. In the event a secretary, under contract with the Board of Education, is asked to work in a position of greater responsibility and higher salary as indicated in the Agreement, for a long term (usually 4-6 weeks), she will receive additional compensation to be determined by the Board of Education upon the recommendation of the Superintendent of Schools.

ARTICLE XIV DURATION OF AGREEMENT

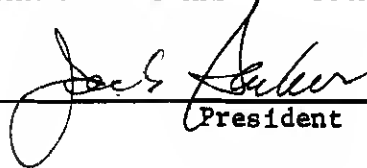
This agreement shall take effect on July 1, 1984 and end on June 30, 1987.

IN WITNESS WHEREOF, the Board and the Association have caused this agreement to be signed as of the date first above mentioned.

CEDAR GROVE BOARD OF EDUCATION

October 16, 1984  
Date

BY

  
President

CEDAR GROVE ASSOCIATION OF EDUCATIONAL SECRETARIES

October 16, 1984  
Date

BY

  
President